Project Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **End Date** | **Owner** | **Status** | **Comments** |
| Bring down production application | Wed, 11/28 - 3:00pm | Wed, 11/28 - 3:10pm | John |  |  |
| Copy csmmgr files from test to prod | Wed, 11/28 - 5:30pm | Wed, 11/28 - 5:45pm | John |  |  |
| Full System Back-up | Wed, 11/28 - 3:30pm | Wed, 11/28 - 5:00pm | Operations - Valerie |  |  |
| Install 7.2.2 version | Wed, 11/28 - 3:15pm | Wed, 11/28 - 3:10pm | John |  |  |
| Run AS/400 Batch process using new programs | Wed, 11/28 - 9:30pm | Wed, 11/28 - 11:30pm | Ed |  |  |
| Run nightly batch process | Thurs, 11/29 - 12:45am | Thurs, 11/29 - 12:00pm | Automated |  | John to monitor |
| Run Production Nightly Batch | Thurs, 11/29 - 9:30pm | Fri - 11/30 - 6:00am | Automated |  | John to monitor |
| Run Upgrade Scripts | Wed, 11/28 - 7:30pm | Wed, 11/28 - 10:30pm | John |  |  |
| Status Meeting | Thurs, 11/29 - 12:30pm | Thurs, 11/29 - 1:30pm | Team |  |  |
| Status Meeting - Go / No-Go | Fri - 11/30 - 4:30pm | Fri - 11/30 - 5:00pm | Team |  | Will determine any activities required over the weekend for go-live on Monday |
| Validation Step | Wed, 11/28 - 6:00pm | Wed, 11/28 - 7:00pm | Alex & Lisa |  |  |
| Validation Testing | Thurs, 11/29 - 1:30pm | Thurs, 11/29 - 5:30pm | Alex & Lisa |  | Assuming all goes well, will run production batch process |
| Validation Testing | Fri - 11/30 - 8:00am | Fri - 11/30 - 4:30pm | Alex & Lisa |  |  |

*Status suggestions: Not started, In progress, Completed, Cancelled, On hold*